

Kimatu Leonard Mutinda,
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I am a qualified and widely experienced accountancy professional with proven fieldwork skills for over six years. Personally I possess excellent interpersonal skills, leadership and organizational skills, creativity and an inner drive. I have worked as an intern, audit assistant, auditor, audit senior and currently audit manager in a medium size audit firm. My long-term goal is to work and build up an accountancy firm or be a major shareholder of one. My dream is to provide the best possible financial advice to African firms and also empower the African business world.

Personal Detail:

- Date of Birth: 23rd May, 1989
- Marital Status: Married
- Nationality: Kenyan
- County: Makueni

Education and Professional Qualifications:

- Member of ICPAK of good standing. (Membership number: **13618**)
- Bachelors of commerce Finance option (Second class honours upper division).
- Certified Public Accountants Graduate-CPA-K.
- Accounting Packages; QuickBooks, Sage Excel, Navision, Sap and Tally.
- Kenya Certificate of Secondary Education (KCSE), 2007 attained B-.

Key Professional Skills:

- An experienced in Audit, Accountancy, tax and financial advisory field and time management.
- Ability to cope with situations, courteously and tactfully.
- Profound ability to operate a personal computer on different platforms like windows, among others.
- Well versed programmer using various tools of Accountancy like QuickBooks, Pastel and Excel Computing programmers
- Assertive and team player and the ability to work independently.
- Results driven decisive collaborator with highly developed interpersonal, communication and negotiation skills.
- Highly passionate and committed to excellence
- Have strong analytical skills and ability to take the initiative with regard to improving operations and responding to customer demands

PROFESSIONAL EXPERIENCE

University of Nairobi

Accounts Assistant. (January 2020 Todate)

**DMK Muathe & Associates,
Certified Public Accountants of Kenya**

Job Title: Audit Manager (February 2014 to December 2020)

Added Duties & Responsibilities:

- Overall management of firm's operations.
- Reviewing the audit working files for the staff.
- Planning and assigning duties to the audit staff.
- Reviewing the plans for the audit staff.
- Maintaining the firm's financial statements.
- Maintaining good relationship between the firm and the clients

Job Title: Audit Senior April 2013 To January 2014

Duties & Responsibilities:

- Bank Reconciliations
- Managing Petty cash.
- Preparation of monthly management expenditures.
- Statutory Preparation and filings; VAT, PAYE, NHIF and NSSF.
- Assist in Payroll preparation and administration
- Debtors and Creditors preparation and follow up
- General book keeping and statement of Accounts.

Job Title: Auditor July 2012 To March 2013

Duties & Responsibilities

- Assist in Vat filling for clients
- Assist in preparation of financial statement of accounts for clients
- Handling petty cash

Job Title: Audit Assistant. April 2011 to June 2012

Duties & Responsibilities

- Assist in statutory fillings filling for clients (VAT,PAYE,NHIF,NSSF Withholding tax and corporate taxes)
- Assist in preparation of financial statement of accounts for clients
- Assisting in preparing audit working papers for various audits

Achievements:

- Quick learner.
- Offered real time support to existing clients.

- Successfully introduced online filling of statutory Returns

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

CPA Muendo Benjamin

Immediate Manager-DMK Muathe & Associates

Current address

Managing Partner,

Benim & Associates,

P.O. Box 59792-00200,

Nairobi.

Telephone:0721568802/02002187943

Email: info@beniamandassociates.com

CPA Kamau Jeremiah,

Kenya Rural Roads Authority,

Region Accountant,

Nyeri

Telephone: 0720495211

Email: jgkama2000@yahoo.com

Martin Mulwa

Internal Auditor

Blocks Communication & Free zone Mobile Ltd,

Telephone: 0727501198

Email: martmwed@yahoo.com

